

**TEXAS HIGHER EDUCATION COORDINATING BOARD  
Agency Operations Committee**

**Wednesday, October 25, 2017  
Board Room, 1st Floor  
Room 1.170  
2:00 p.m.  
1200 East Anderson Lane, Austin, Texas**

**The Committee on Agency Operations convened at 2:00 p.m. on October 25, 2017, with the following members present: John Steen; presiding; Javid Anwar; Fred Farias; Stuart Stedman; and Annie Jones (Ex-Officio)**

**Members absent were: Ricky Raven**

<b>AGENDA ITEM</b>	<b>ACTION</b>
<b>I. Welcome and Committee Chair’s Opening Remarks</b>	Chair John Steen called the meeting of the Agency Operations Committee to order.
<b>II. Consideration of Approval of the Minutes from July 26, 2017, Committee Meeting</b>	On a motion by Mr. Stedman, seconded by Mr. Anwar, the Committee approved the July 26, 2017, Agency Operations Committee meeting minutes.
<b>III. Public Testimony on Agenda Items Relating to the Committee on Agency Operations</b>	No action required.
<b>IV. Agency Operations</b>	
A. Consideration of adopting the staff’s recommendation to the Committee relating to an amendment to the Board Operating Policies and Procedures	On a motion by Mr. Anwar, seconded by Dr. Farias, the Committee approved the amendment to the Board Operating Policies and Procedures.
B. Consideration of adopting the Commissioner’s recommendation to the Committee relating to proposed amendments to Chapter 25, Subchapter A, Section 25.4 of Board rules concerning the Optional Retirement Program ( <i>Senate Bill 1954, 85th Texas Legislature, Regular Session</i> )	On a motion by Mr. Stedman, seconded by Mr. Anwar, the Committee approved the proposed amendments to Chapter 25, Subchapter A, Section 25.4 concerning the Optional Retirement Program.

AGENDA ITEM	ACTION
C. Report on grants and contracts, including those exceeding \$1 million	No action required.
D. Update on the key initiatives recommended by NTT Data regarding the Agency Cyber Security Framework	Ms. Zhenzhen Sun, Assistant Commissioner for Information Solutions and Services, and Mr. John House, Information Security Officer, presented an update to the Board on the progress made on implementing the key initiatives recommended by NTT Data. This item did not require any action.
<b>V. Finance</b>	
A. Review of the Year to Date Fiscal Year 2017 Financial Report to the Board	Mr. Ken Martin, Assistant Commissioner for Financial Services/CFO and Linda Battles, Deputy Commissioner for Agency Operations and Communications/COO presented this item to the Committee. This item did not require any action.
B. Consideration of the adopting the staff's recommendation to the Committee to issue a Request for Proposals (RFP) for the selection of a vendor for postage services relating to the student loan program	On a motion by Mr. Stedman, seconded by Dr. Farias, the Committee approved the issuance of a Request for Proposals (RFP) for the selection of a vendor for postage services relating to the student loan program.
C. Consideration of adopting the staff's recommendation to the Committee to issue a Request for Proposals (RFP) for selection of a vendor for Financial Advisor for the agency's student loan program	On a motion by Dr. Farias, seconded by Mr. Anwar, the Committee approved the issuance of a Request for Proposals (RFP) for selection of a vendor for Financial Advisor for the agency's student loan program.
D. Consideration of adopting the staff's recommendation to the Committee to issue a Request for Proposals (RFP) for selection of a vendor for bond counsel relating to the performance of legal services for the agency for the student loan bond program	On a motion by Dr. Farias, seconded by Mr. Anwar, the Committee approved the issuance of a Request for Proposals (RFP) for selection of a vendor for bond counsel relating to the performance of legal services for the agency for the student loan bond program.
<b>VI. Internal Audit</b>	
A. Discussion regarding the pros and cons of auditor rotation for external audit of agency-wide financial statements	Mr. Mark Poehl, Director of Internal Audit and Compliance presented this item to the Committee. This item did not require any action.

<b>AGENDA ITEM</b>	<b>ACTION</b>
B. Update on Internal Audit Reports and Activities	Mr. Mark Poehl, Director of Internal Audit and Compliance presented this item to the Committee. This item did not require any action.
<b>VII. Compliance Monitoring</b>	
A. Update on Compliance Monitoring Reports and Activities	Mr. Mark Poehl, Director of Internal Audit and Compliance presented this item to the Committee. This item did not require any action.

With no further business, on a motion by Mr. Anwar, seconded by Dr. Farias, the meeting adjourned at approximately 3:25 p.m.